

Key Dates

FY2006 Closing & FY2007 Opening

April/May 2006

Date 2006	Appropriation/ Account Management	Encumbrance Management	Disbursement Management	Payroll Management	Revenue Management and Cash Receipts	Other
May 3 Wednesday	Close/Open Meeting Hoagland-Pincus Conference Center, Shrewsbury, MA 9: 30-12:00 P.M.	Close/Open Meeting Hoagland-Pincus Conference Center, Shrewsbury, MA 9: 30-12:00 P.M.	Close/Open Meeting Hoagland-Pincus Conference Center, Shrewsbury, MA 9: 30-12:00 P.M.	Close/Open Meeting Hoagland-Pincus Conference Center, Shrewsbury, MA 9:30-12:00 P.M.	Close/Open Meeting Hoagland-Pincus Conference Center, Shrewsbury, MA 9: 30-12:00 P.M.	Close/Open Meeting Hoagland-Pincus Conference Center, Shrewsbury, MA 9: 30-12:00 P.M.
May 5 Friday	Last day for new 2006 Chart of Account submissions to CTR. Tables roll from 2006 to 2007.					
	Close/Open sessions at the Federal Reserve Bank, Boston 9:30-12:00 P.M.	Close/Open sessions at the Federal Reserve Bank, Boston 9: 30-12:00 P.M.	Close/Open sessions at the Federal Reserve Bank, Boston 9: 30-12:00 P.M.	Close/Open sessions at the Federal Reserve Bank, Boston 9: 30-12:00 P.M.	Close/Open sessions at the Federal Reserve Bank, Boston 9: 30-12:00 P.M.	Close/Open sessions at the Federal Reserve Bank, Boston 9:30-12:00 P.M.
May 11 Thursday	Roll Budget Structure 82					
May 15 Monday	Roll Budget Structure 81	Note that FY06 multi- year encumbrances must be entered /modified in MMARS by 5/25 to be included in the roll.				
May 17 Wednesday	Roll Budget Structure 89					
May 18 Thursday	Roll Budget Structure 85					
May 20 Saturday	Roll Budget Structures 83 & 84					MMARS available 9:00 A.M. – 4:00 P.M

May 26 Friday	House 1 Load for 2007					GAAP Distribution #1 GAAP Instructions All 2006 Interfaces need BFY/2005 Accounting Period on documents. All 2007 Interfaces need BFY06 on documents.
May 27 Saturday						MMARS available 9:00 A.M. – 4:00 P.M.
May 28 Sunday			LCM Predictive			
May 29 Monday	Holiday - On-lines available; no cycle	Holiday - On-lines available; no cycle	Holiday - On-lines available; no cycle LCM Predictive	Holiday - On-lines available; no cycle	Holiday - On-lines available; no cycle	
May 31 Wednesday	<i>MMARS available for FY2007</i>	<i>MMARS available for FY2007</i>	<i>MMARS available for FY2007</i>	<i>MMARS available for FY2007</i>	<i>MMARS available for FY2007</i>	<i>MMARS available for FY2007</i>
	MMARS is available for Department Budget Activity, Chart of Accounts validation, Budget Roll validation, and Department Budget Setup.	Per ANF's memo, final day for encumbering FY2006 budgeted funds >\$25,000 without prior approval. After departments have reviewed/entered all Appropriation, COA, and Departmental Budget setups required, Pre-encumbering & Encumbering may begin.		Per ANF's memo, final day for entering payroll holds for FY2006 budgeted funds >\$25,000 without prior approval?	Departments should reconcile accounts, all PRRV, ER, CR through April are done.	
Post May 31	Departments should complete any 2007 Departmental/Cost Accounting budget setup and entry.					

June 2006

Date 2006	Appropriation/ Account Management	Encumbrance Management	Disbursement Management	Payroll Management	Cash And Revenue Management	Other
June 1 Thursday		Submit ISAs (new or renewal) to CTR Contracts Unit	All FY2006 payments must reference encumbrances.	<p>All current position assigned rules are given end date of 6/30/2006.</p> <p>LCM Rules Roll.</p> <p>Departments begin to request new FY07 account specific rules and alternate accounts.</p> <p>Departments begin to validate and submit position assigned rules and labor distribution profiles.</p>	Reconcile Revenue through April using the NGA208WD	
June 3 Saturday		Contract Roll				
June 9 Friday				FY06 Payroll Refund Receipt Vouchers (PRRV) paperwork due to Retirement Board for any Payroll Period Ending May 27th.	Last day to submit FY06 Write Off Requests to CTR	

June 15 Thursday	All BGCN/BGCS for transfers must be submitted to General Accounting Bureau	Target date for finalizing routine FY2006 encumbrances for all appropriation types (5:00 P.M.). Target date for Ready Payments Contracts w/start dates of July 1 st due at CTR.	Final day for submitting prior year deficiencies to be paid out of FY2006 funds.		Target date for cleaning up any REs and CRs remaining that are not in final status and for processing all customer over payment returns.	Target date for finalizing FY06 ISAs w/start dates of July 1 st .
June 17 Saturday						MMARS available 9:00 A.M. – 4:00 P.M.
June 19 Monday				PRRV entered (by Departments) into MMARS by 6/16/06		
June 23 Friday				Last day to submit garnishment orders (HR/CMS) to CTR Payroll staff for pay period ending June 24th.		
June 24 Saturday						MMARS available 9:00 A.M. – 4:00 P.M.
June 26 Monday				Last day for posting payroll for pay period ending June 24th	Reconcile revenue through May using NGA208WD.	
June 30 Friday	Irregular Balances must be resolved in appropriation types 1CN, 1CS, 1RN, 1RS, 1IN, 1IS, 2CN, 3TN	Enter 2006 – PRRV, AR, ER, CR, CEC, GAEC – for cash received by 6/30	Last day to receive goods, services and other performances for FY2006 Enter 2006 – PRRV, AR, ER, CR, CEC, GAEC – for cash received by 6/30	Last day to enter FY06 Payroll Holds in MMARS. Enter 2006 –AR, CEC, GAEC – for cash received by 6/30	Last day to receive cash for FY2006 Enter 2006 CR for cash received by 6/30 Enter all PRRV, ER as required.	

July 2006

Date 2006	Appropriation/ Account Management	Encumbrance Management	Disbursement management	Payroll Management	Cash And Revenue Management	Other
July 1 Saturday			FY2006 Accounts Payable Payments begin.	LCM EMPL and position data in CIW.		MMARS available 9:00 A.M. – 4:00 P.M
July 1-3				LCM predictive cycle		
July 3 Monday					2006 Revenue Collections must be deposited by 12:00 noon.	
July 4 Tuesday	Holiday - On-lines available; no cycle	Holiday - On-lines available; no cycle	Holiday - On-lines available; no cycle	Holiday - On-lines available; no cycle	Holiday - On-lines available; no cycle	
July 5 Wednesday		Verify All CEC/GEACs that reference ERs are in FINAL status.	Target date for accounting for FY2006 advances.		Final day to enter FY2006 REs	Final day to enter FY2006 fixed asset additions, disposals, changes, and transfers. All other fixed asset entries, MMARS only.
July 8 Saturday				RE rolls		
July 10 Monday	Verify All FY2006 AR and ERs have been approved.			Last day to enter Split Year Payroll. All FY2006 payroll reject transactions and payroll accounts with negative uncommitted and unexpended balances must be corrected.	Verify all ER documents have been approved.	GAAP Distribution #2
July 11 Tuesday				Split week payroll process.		
July 12 Wednesday						MMARS unavailable

Date 2006	Appropriation/ Account Management	Encumbrance Management	Disbursement management	Payroll Management	Cash And Revenue Management	Other
July 14 Friday	Close Period 12/2005			FY2006 PRLIF/LDE Transactions with negative uncommitted and unexpended balances must be corrected in MMARS.		Period 12 Reports
July 15 Saturday	Period 12 Fringe and Indirect Costs posted Close Period 12		Target date for accounting FY2006 advances (EAs)			
July 16 Sunday					Verify all PRRV have been approved.	
July 21 Friday	Roll uncommitted balance for appropriation types 2CN, 3TN, 3TX, 4FN BF to begin					Final HMBEN008 Compensated Absences balance report as of 6- 30-06 (available on view direct and /or document direct) for audit.
July 24 Monday				Last day to enter AP payroll for Pay Period Ending 7/22/06.		
July 28 Friday					Last day for all Federal Grants Receipts on behalf of FY06 Expenditures received by Treasury.	
July 29 Saturday						MMARS available 9:00 A.M. – 4:00 P.M.

August/September 2006

Date 2006	Appropriation/ Account Management	Encumbrance Management	Disbursement Management	Payroll Management	Cash And Revenue Management	Other
August 7 Monday				Last day to enter AP payroll for Pay Period Ending 8/05/06.		Basic FY2006 dept GAAP packages due Higher Education Statutory Accounts Payable Information Fund 0901 Higher education federal financial assistance schedules distributed.
August 15						All expenditure correction documents for Federal Grants due.
August 19 Saturday						MMARS available 9:00 A.M. – 4:00 P.M.
August 21 Monday				Last day to enter AP payroll for Pay Period Ending 8/19/06		
August 26 Saturday						MMARS available 9:00 A.M. – 4:00 P.M.
August 31 Thursday			Final date for FY 2006 EXs Final FY2006 (non-extended) payments to FINAL status. All FY2006 advances must be accounted for.	Final date for FY 2006 LARQ (PRADJ)		All FY06 rejected grant draws (ACD or NCD) must be cleared.
Sept 1 Friday		Lapse FY2006 encumbrances (Not extended by ANF)		Last day to enter AP payroll for Pay Period Ending 9/2/06.		Higher Education completion of FY2006 activity through June 30th
Early September		Encumbrance Roll and Lapse – Roll of unspent balance of 2006 lines for capital, trust, and Federal funds.				

Sept 3 Sunday				PH Lapse (except for approved extensions)		
Sept 4 Monday	Holiday - On-lines available; no cycle	Holiday - On-lines available; no cycle	Holiday - On-lines available; no cycle	Holiday - On-lines available; no cycle	Holiday - On-lines available; no cycle	
Sept 5 Tuesday				Payroll runs		
Sept 9 Saturday				Final PH Lapse		Higher Ed Preliminary trial balance report available on view direct

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Sept 11 Monday	FY2005 irregular balances must be resolved for Federal Grants				Reconcile reports, NGA208W.	Higher Ed Fixed Assets And Lease Information To CTR Higher Ed Student Loan Supplemental Reporting Higher Ed Federal Financial Assistance due
Sept 15 Friday			Final FY2006 (extended) payments to FINAL status	Last day for any 05 payment activity		
Sept 16 Saturday		Final lapse FY2006 encumbrances				
Sept 20 Wednesday						Final Higher Ed trial balance Report-dept copy-available on ViewDdirect and DocumentDirect
Sept. 23 Saturday						MMARS available 9:00 A.M. – 4:00 P.M.
Sept. 30 Saturday					All Federal Grant irregular balances must be resolved by September 30, 2006.	MMARS available 9:00 A.M. – 4:00 P.M.
October 7 Saturday						Submit info on Federal Grant sub-recipients to General Accounting Board

October/December 2006

Date 2006	Appropriation/ Account Management	Encumbrance Management	Disbursement Management	Payroll Management	Cash And Revenue Management	Other
October 9 Monday	Holiday - On-lines available; no cycle	Holiday - On-lines available; no cycle	Holiday - On-lines available; no cycle	Holiday - On-lines available; no cycle	Holiday - On-lines available; no cycle	
October 16 Monday						Higher Ed audited financial statements due in final form . Component Unit Financial Statements due.
October 21 Saturday						MMARS available 9:00 A.M. – 4:00 P.M.
October 28 Saturday						MMARS available 9:00 A.M. – 4:00 P.M.
October 31 Tuesday						Statutory Basis Financial Report Issuance date
December 29 Friday						Comprehensive Annual Financial Report issuance date Reports on Compliance and Internal Control Issuance date